

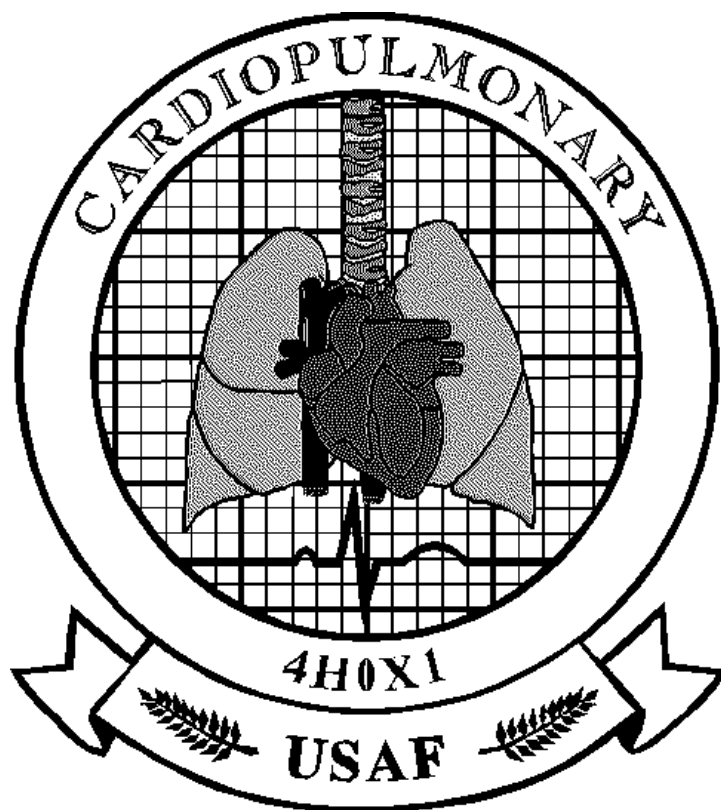
DEPARTMENT OF THE AIR FORCE

CFETP 4H0X1

Headquarters US Air Force  
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Parts I and II  
May 2001

**AFSC 4H0X1  
CARDIOPULMONARY LABORATORY**



**CAREER FIELD EDUCATION  
AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN  
CARDIOPULMONARY LABORATORY SPECIALTY  
AFSC 4H0X1**

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**CAREER FIELD EDUCATION AND TRAINING PLAN  
CARDIOPULMONARY LABORATORY SPECIALTY  
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**PREFACE**

This Career Field Education and Training Plan (CFETP) is a comprehensive core training document that identifies life-cycle training and education requirements, training support resources and minimum core task requirements for the cardiopulmonary laboratory specialty. The CFETP will provide supervisors, trainers and trainees a clear career path to success and instills rigor in unit level training.

This CFETP consists of two parts; both are used by supervisors to plan, manage and control training within the career field.

Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career progression information, duties and responsibilities, training strategies, and presents career field flowcharts; Section C associates each skill level with specialty qualifications (knowledge, education, training, experience and other); Section D indicates resource constraints i.e., 3/5/7 level formal/EST training. (Examples include: funds, manpower, equipment and facilities). Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs; Section F explains implementation of the Enlisted Training and Competency Folder for all medical Air Force Specialties (AFSSs)

Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, core tasks, Air Education and Training Command (AETC) formal training conducted by the 882d Training Group (TG) and wartime course requirements. Section B identifies available EST support materials. Qualification training packages identified in this section have been developed to support both upgrade and qualification training. These packages are indexed in AFIND 8 and are "F" distribution; Section C is a training course index supervisors can use to determine courseware available to support training. Included here are both mandatory and optional courses. At unit level, supervisors and trainers use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

Using guidance provided in this CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their careers. This plan will enable users to train today's work force for tomorrow's jobs.

## **ABBREVIATIONS/TERMS EXPLAINED**

**Advanced Training (AT).** Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Allocation Curves.** The relation of hours of training in different training settings to the degree of proficiency which can be achieved on specified performance requirements.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Career Training Guide (CTG).** A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

**Continuation Training.** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Core Task.** A task Air Force career field managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty **or duty position**. Core tasks within a duty position are circled by the supervisor, based on local training capabilities/requirements for performance of that task. In this career field all core tasks are taught to the required skill level during Phase I and Phase II training. Therefore, what is identified in the STS as core tasks for that duty position, should be considered as key tasks for that duty position, if circled by the supervisor, and should be trained and certified by the core task guidelines. These tasks exemplify the essence of the career field or the duty position--the foundation.

**Course Objective List (COL).** A publication derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Field Technical Training (Type 4).** Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

**Initial Skills Training.** A formal resident course which results in award of the entry level AFSC.

**Occupational Survey Report (OSR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-the-Job Training (OJT).** Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Optimal Training.** The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Qualification Training (QT).** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Representative Sites.** Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Skills Training.** A formal course which results in the award of a skill level.

**Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

**Specialty Training Package and COMSEC Qualification Training Package.** A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

**Specialty Training Standard (STS).** An Air Force publication that describes skills and knowledge that airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach. Serves as identifying scope of practice for members of the 4H0X1 AFSC.

**Standard.** An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

**Sustainment Training.** Training required for all members of an AFS to receive on a regular basis as determined by the AFCFM in order to meet minimum skills for readiness roles.

**Task Module (TM).** A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Training Capacity.** The capability of a training setting to provide training on specified requirements, based on the availability of resources.

**Training Impact Decision System (TIDES).** A computer-based decision support technology being designed to assist Air Force career field managers in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

**Training Planning Team (TPT).** Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

**Training Requirements Analysis.** A detailed analysis of tasks for a particular AFS to be included in the training decision process.

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

**Upgrade Training (UGT).** Mandatory training which leads to attainment of higher level of proficiency. There is no formal means for upgrade training in this AFSC. The term qualification training, when associated with a 3-skill level or 5-skill level awaiting award of the next higher skill level, is our equivalent of upgrade training.

**Utilization and Training Pattern.** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

## **SECTION A - GENERAL INFORMATION**

**1. Purpose.** This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training to the 7-level identifies the mandatory courses, if any, and task qualification requirements. Upgrade to the 9-level is explained in Section C, paragraph 1.13. Please see definition of "upgrade" in Terms Section as it applies to this AFSC. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. It is designed to provide the performance skills and knowledge required to do the job. Advanced training, if available, is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for award of the AFSC. The CFETP has several purposes, some are:

**1.1.** Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

**1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

**1.3.** Lists training courses available in the specialty. Identifies sources of training and the training delivery method.

**1.4.** Identifies major resource constraints which impact full implementation of the desired career field training process.

**2. Uses.** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

**2.1.** AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

**2.2.** MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into the plan.

**2.3.** Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.



**3. Coordination and Approval.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. By using the list of courses in Part II, they will eliminate duplicate training.

**CAREER FIELD EDUCATION AND TRAINING PLAN**  
**PART I, SECTION B**  
**CAREER FIELD PROGRESSION AND INFORMATION**

1.4. Specialty Descriptions.

1.4.1. Cardiopulmonary Lab Chief Enlisted Manager (4H000).

1.4.1.1. Specialty Summary. Manages the operation of all cardiopulmonary lab activities involving respiratory therapy, invasive and noninvasive cardiovascular procedures, polysomnography, cardiopulmonary rehabilitation, and pulmonary functions. May manage a flight or serve as squadron or group superintendent. Serves as the Air Force Career Field Manager or command consultant. Related DoD Occupational Subgroup: 300.

1.4.1.2. Duties and Responsibilities.

1.4.1.2.1. *Plans and organizes cardiopulmonary lab activities.* Coordinates cardiopulmonary lab services to ensure best utilization of resources. Evaluates, budgets and justifies purchase of new equipment. Forecasts annual supply budgets. Develops staffing requirements and allocates personnel to authorized positions. Establishes performance standards to meet pertinent credentialing agency, Air Force, and any applicable local standards. Determines work methods. Establishes workcenter policies for appropriate use of services within the medical facility. Produces special reports and documents. Ensures development and implementation of appropriate orientation and training programs. Facilitates service-line issues with other sections. Coordinates service-line issues with appropriate level commanders or the medical director. Delegates duties as appropriate for work center mission accomplishment.

1.4.1.2.2. *Directs cardiopulmonary lab activities.* Develops work methodology. Ensures quality work is performed by personnel. Establishes priorities and controls for operating cardiopulmonary lab activities. Leads/empowers staff in performance management efforts. Conducts staff meetings; ensures inservice programs are based in part on findings from performance management efforts. Establishes methods and practices that encourage self-development and learning for all staff. Develops and directs contingency plans as well as safety and security plans. Directs maintenance of specialty equipment and supplies. Manages all personnel assigned to the Cardiopulmonary Lab. Reviews and ensures completion of all personnel actions and evaluations.

1.4.1.2.3. *Inspects and evaluates cardiopulmonary lab activities.* Conducts surveys of cardiopulmonary lab services and corrects deficiencies. Interprets formal inspection findings and takes corrective action. Provides resources for research and development projects. Ensures completion of all training requirements including age specific training and other applicable Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and Health Services Assessment (HSA) requirements. Evaluates effectiveness of all training and conformance to established standards. Assesses an individual's ability to achieve job expectations as stated in his or her job description. Evaluates patient care provided by all personnel performing cardiopulmonary lab procedures. Develops layout plans for cardiopulmonary lab facilities.

1.4.1.2.4. *Manages technical cardiopulmonary lab functions.* Resolves technical problems encountered by lab personnel. Offers advice and guidance to other sections engaged in

services directly affecting the cardiopulmonary lab. Advises medical staff on equipment status, training of personnel, and general cardiopulmonary lab operational efficiency.

#### 1.4.2. Cardiopulmonary Lab Superintendent (4H091)

1.4.2.1. Specialty Summary. Manages the operation of all cardiopulmonary lab activities involving respiratory therapy, invasive and noninvasive cardiovascular procedures, polysomnography, cardiopulmonary rehabilitation, and pulmonary functions. May serve as flight or squadron superintendent and command consultant. Related DoD Occupational Subgroup: 300.

##### 1.4.2.2. Duties and Responsibilities.

1.4.2.2.1. *Plans and organizes cardiopulmonary lab activities.* Coordinates cardiopulmonary lab services to ensure best utilization of resources. Evaluates, budgets and justifies purchase of new equipment. Forecasts annual supply budgets. Develops staffing requirements and allocates personnel to authorized positions. Establishes performance standards to meet pertinent credentialing agencies, Air Force, and any applicable local standards. Determines work methods. Establishes workcenter policies for appropriate use of services within the medical facility. Produces special reports and documents. Ensures development and implementation of appropriate orientation and training programs. Establishes methods and practices that encourage self-development and learning for all staff. Facilitates service-line issues with other sections. Coordinates service-line issues with appropriate level commander and the medical director. Delegates duties as appropriate for work center mission accomplishment.

1.4.2.2.2. *Directs cardiopulmonary lab activities.* Develops work methodology. Ensures quality work is performed by personnel. Establishes priorities and controls for operating cardiopulmonary lab activities. Leads/empowers staff in performance management efforts. Conducts staff meetings; ensures inservice programs are based in part on findings from performance management efforts. Establishes methods and practices that encourage self-development and learning for all staff. Develops and directs contingency plans as well as safety and security plans. Ensures sustainment training is conducted to meet war skill competencies. Directs maintenance of specialty equipment and supplies. Manages all personnel assigned to the Cardiopulmonary Lab. Reviews and ensures completion of all personnel actions and evaluations.

1.4.2.2.3. *Inspects and evaluates cardiopulmonary lab activities.* Conducts surveys of cardiopulmonary lab services and corrects deficiencies. Interprets formal inspection findings and takes corrective action. Provides resources for research and development projects. Ensures completion of all training requirements including age-specific training and other applicable JCAHO and HSA requirements. Evaluates effectiveness of all training and conformance to established standards. Assesses an individual's ability to achieve job expectations as stated in his or her job description. Evaluates patient care provided by all personnel performing cardiopulmonary lab procedures. Develops layout plans for cardiopulmonary lab facilities.

1.4.2.2.4. *Manages technical cardiopulmonary lab functions.* Resolves technical problems encountered by lab personnel. Offers advice and guidance to other sections engaged in services directly affecting the cardiopulmonary lab. Advises medical staff on equipment status, training of personnel, and general cardiopulmonary lab operational efficiency.

#### 1.4.3. Cardiopulmonary Lab Craftsman (4H071).

1.4.3.1. Specialty Summary. Supervises cardiopulmonary lab activities. Participates in planning, directing, evaluating and performing duties in the cardiopulmonary lab, to include respiratory therapy, invasive and non-invasive cardiovascular procedures, polysomnography, cardiopulmonary rehabilitation, and pulmonary functions. Related DoD Occupational Subgroup: 300.

#### 1.4.3.2. Duties and Responsibilities.

1.4.3.2.1. *Plans and schedules cardiopulmonary lab activities.* Develops written policies and procedures. Controls utilization of space, supplies and equipment. Prepares budgets and requisitions for supplies and equipment. Determines work priorities and develops and enforces performance standards. Ensures appropriate use of physician and technician time.

1.4.3.2.2. *Supervises cardiopulmonary lab activities.* Implements work methodology. Ensures quality work is performed by personnel. Establishes priorities and controls for operating cardiopulmonary lab activities. Leads/empowers staff in performance management efforts. Conducts section staff meetings; ensures inservice programs are based in part on findings from performance management efforts. Establishes and implements methods and practices that encourage self-development and learning for all staff. Implements contingency, safety, and security plans. Ensures performance of equipment maintenance and availability of supplies. Supervises all personnel assigned to the section. Completes personnel actions and evaluations.

1.4.3.2.3. *Inspects and evaluates cardiopulmonary lab activities.* Inspects facilities and equipment for proper maintenance, operation and use. Evaluates cardiopulmonary lab activities using metrics and makes recommendations for corrective actions. Ensures completion of all training requirements including age specific training, sustainment training to meet war skill competencies, and other applicable JCAHO and HSA requirements. Ensures effectiveness of Enlisted Specialty Training (EST). Assesses an individual's ability to achieve job expectations as stated in his or her job description. Evaluates the quality of patient care and initiates corrective action as needed.

1.4.3.2.4. *Performs technical cardiopulmonary lab functions.* Performs all specialized diagnostic and therapeutic procedures. Operates physiological and specialized equipment. Collects, calculates, and processes data for physician interpretation. Monitors and documents patient care. Adheres to infection control standards. May develop and instruct Phase I, Phase II and Critical Care Air Transport curriculum.

#### 1.4.4. Cardiopulmonary Lab Journeyman/Apprentice (4H051/4H031).

1.4.4.1. Specialty Summary. Performs cardiopulmonary lab duties in respiratory therapy, invasive and non-invasive cardiovascular procedures labs, polysomnography, cardiopulmonary rehabilitation, and pulmonary functions. Performs administrative and routine maintenance tasks. Related DoD Occupational Subgroup: 300.

#### 1.4.4.2. Duties and Responsibilities.

1.4.4.2.1. *Performs cardiopulmonary lab team functions.* Assists with the diagnostic and therapeutic procedures of the heart and lungs. Assists in preparing and calibrating specialty

equipment. Operates and monitors physiological equipment. Assists in collecting and calculating physiological data for physician interpretation. Adheres to infection control/universal precautions. May assist with the development and instruction of Phase I and II curriculum.

1.4.4.2.2. *Performs administrative, maintenance and supply functions.* Cleans, disinfects, sterilizes, or prepares for sterilization, cardiopulmonary equipment. Performs operational checks and inspections of equipment. Assists in determining stock levels; prepares requisition for supplies.

1.5. Skill/Career Progression. It is essential that everyone involved in training does his or her part to plan, develop, manage, conduct, and evaluate an effective training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at the appropriate points in their career. The following narrative and the AFSC 4H0X1 career field flow charts identify the training career path. It defines the training required in an individual's career.

1.5.1. Apprentice (3-skill level) Training. Initial skills training in this specialty consists of the tasks and knowledge training provided by two in-resident courses: Cardiopulmonary Laboratory Apprentice (Phase I), located at Sheppard AFB, Texas; and Cardiopulmonary Laboratory Apprentice (Phase II) at Andrews AFB, Maryland, Keesler AFB, Mississippi, Lackland AFB, Texas, Travis AFB, California, or Wright-Patterson AFB, Ohio. Initial skills training requirements were identified during the 4H0X1 Utilization and Training Workshop held in November 2000. The decision to train specific tasks and knowledge items in the initial skills course is based on review of the occupational survey report (OSR) data, training requirements analysis (TRA) data, and 4H0X1 subject matter expert (SME) input. Task and knowledge training requirements are identified in the specialty training standard in Part II, Sections A and B.

1.5.2. Journeyman (5-skill level) Training. The individual is eligible for upgrade to the 5-skill level with recommendation of the supervisor after a minimum of 15 months upgrade training. Upgrade training includes phase II training. Five-skill level qualification must meet phase II skill-levels. Completion of all STS core tasks for the assigned duty position is mandatory for the award of the 5-skill level (refer to Core Tasks, pg. 2) However, the supervisor is not restricted to 15 months time in training and may extend time in training to meet the needs of the individual. With justification on a case-by-case basis, the AFCFM may waive time in training experience requirements for retrainees to attain a previously held skill-level, but may not waive academic requirements. A CDC is not required for this AFSC.

1.5.3. Craftsman (7-skill level) Training. Training to the 7-skill level in this specialty consists of 1) selection for promotion to the rank of staff sergeant, 2) completion of all STS core tasks for the **assigned duty position**, (refer to core tasks, pg 2) 3) 12 months time in training from the beginning of the promotion cycle, and 4) Cardiopulmonary Laboratory Craftsman course. (The in-resident course will continue through FY01. CDC's will be implemented after FY01.) With justification on a case-by-case basis, the AFCFM may waive time in training experience requirements for retrainees to attain a previously held skill-level, but may not waive academic requirements. Continuation training should be made available and is based on the individual's training needs. To assume the rank of master sergeant individuals must be graduates of the NCO Academy in-residence.

1.5.4. Superintendent (9-skill) Training. To be awarded AFSC 4H091, an individual must be a senior master sergeant.

1.5.5. Chief Enlisted Manager (CEM). AFSC/CEM code 4H000 awarded upon selection for promotion to chief master sergeant.

1.6. Training Decisions. This CFETP was developed to include life-cycle training requirements for this specialty. Included in the spectrum was the strategy of when, where, and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a fragmented approach to training. The following training decisions were made during the AFSC 4H0X1 Utilization and Training Workshop, held November 2000 at Sheppard AFB, TX.

1.6.1. Initial Skills Training. The initial skills course was revised to provide training needed to prepare graduates for Cardiopulmonary Lab related positions.

1.6.2. Advanced Skills Training (7-level). The advanced skills course was modified to meet recommended changes based on feedback from course attendees, course developer/instructor and Occupational Survey Report. The course is intended to prepare staff sergeants for increased management responsibilities and provide training in the skills necessary for success and advancement within the Cardiopulmonary Lab careerfield.

1.6.3. Qualification Training Packages. The MAJCOM representatives and SMEs at the November 2000 U&TW determined no need for career field QTPs.

1.6.4. War, Peacetime Contingencies. Senior leadership must ensure compliance with training requirements of all 4H0X1 personnel to meet readiness roles associated with respiratory therapy skills. Unit Type Codes (UTCs) will demand more career field members prepared to exercise these skills. This does not mean that the cardiovascular and pulmonary function requirements of medical facilities are to take a secondary role to the respiratory therapy section. Refer to STS column 3f. Internal management of the 4H0X1 resources must include appropriate respiratory therapy training of all personnel as may be provided by the medical facility. This training is absolutely necessary to meet Critical Care Air Transport Team (CCATT) and other UTC requirements. Report concerns immediately to the local readiness office to be forwarded to the MAJCOM for resolution if the leadership feels that there is no adequate local training capability in respiratory therapy to meet UTC taskings. Potential Memoranda of Understanding with local facilities may prove to be viable training options. Cardiopulmonary Lab personnel will stand ready to continue with peacetime roles and move rapidly into a readiness posture if this training policy is thoroughly understood and supported by commanders and senior medical leaders and implemented through the technical leadership of the individual labs.

1.7. Cardiopulmonary Lab Career Field Flowcharts. Charts depicting the Cardiopulmonary Lab career path are presented on the next few pages. The career path at Figure 1-1 outlines when training is required for each skill level and function within an enlisted AFS. Figure 1-2 illustrates cardiopulmonary training and career ladder progression.

## ENLISTED EDUCATION AND TRAINING PATH

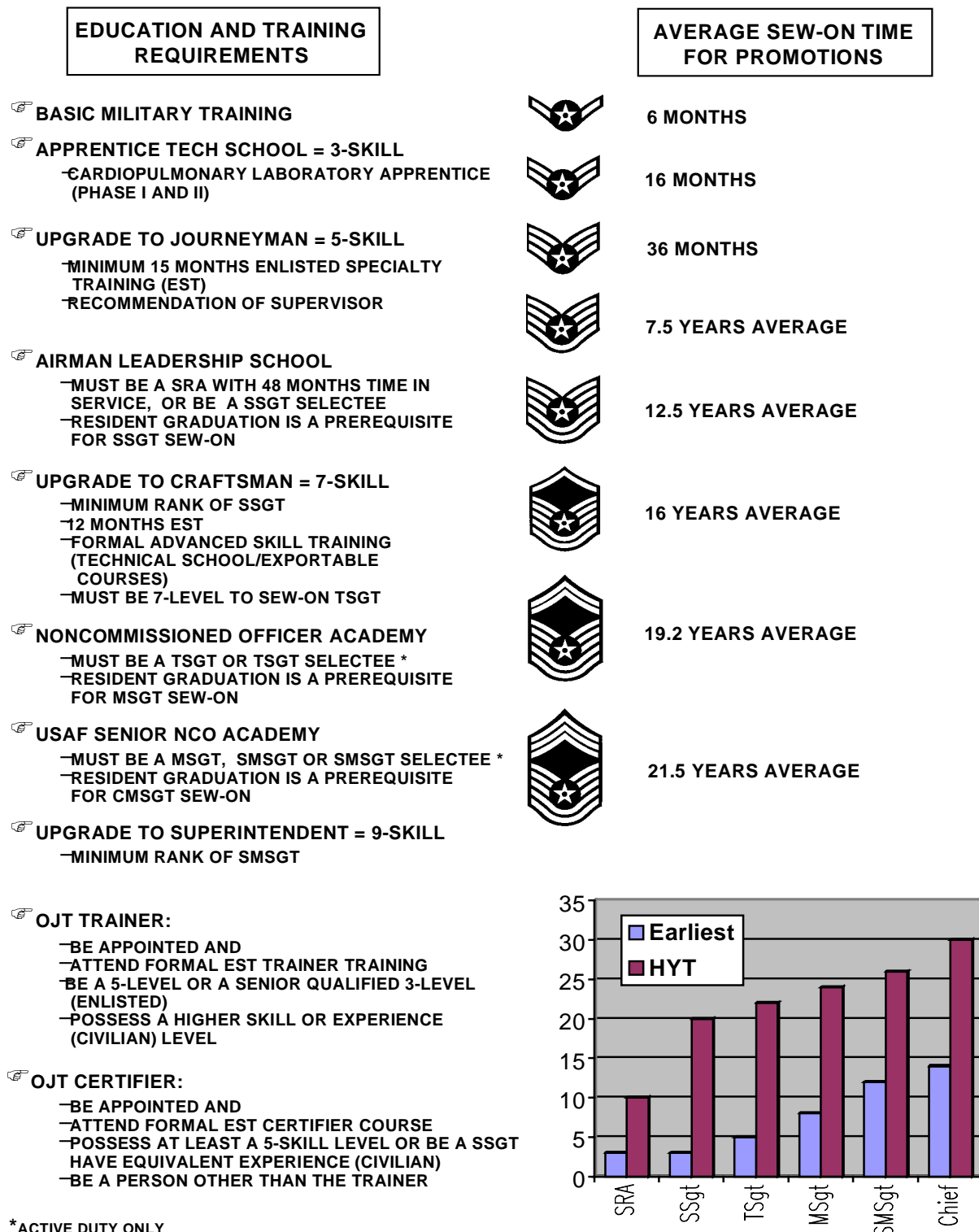


Figure 1-1. Enlisted Education and Training Path

## CARDIOPULMONARY TRAINING AND CAREER PROGRESSION

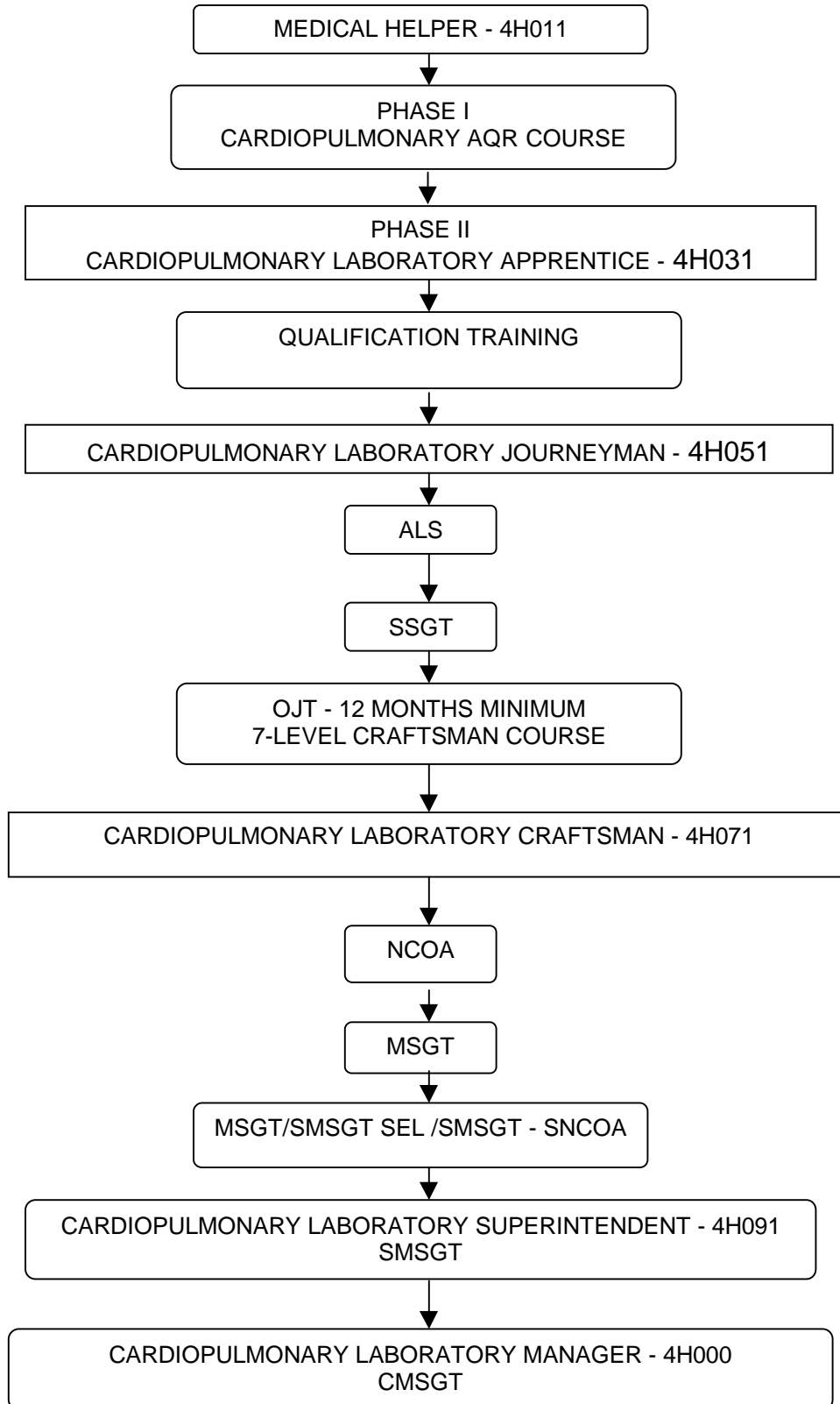


Figure 1-2. Cardiopulmonary Laboratory Training and Career Progression



1.8. Community College of the Air Force (CCAF) Academic Programs. Enrollment in CCAF occurs upon completion of Basic Military Training. Off-duty education is a personal choice but is highly encouraged. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree in Cardiopulmonary Laboratory Technology, and when applicable, Instructor of Technology and Military Science. In addition to the associate degree program, CCAF offers the following:

1.8.1. Occupational Instructor Certificate. Upon completion of instructor qualification training consisting of an instructor methods course and supervised practice teaching. CCAF instructors, who possess an associate degree or higher, may be nominated by their school commander/commandant for certification as an Occupational Instructor.

1.8.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels - Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

1.8.3. Degree Requirements: The 5-skill level must be held at the time of program completion.

<i>Subject</i>	<i>Semester Hours</i>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total Requirements	64

1.8.4. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective subjects/courses. Requests to substitute subjects/courses must be approved in advance by the services branch at CCAF.

<i>Subject/Courses</i>	<i>Semester Hours</i>
Technical Core	
Advanced Cardiopulmonary Procedures	9
Cardiopulmonary Anatomy and Physiology	6
Cardiopulmonary Instrumentation	3
Cardiopulmonary Invasive/Noninvasive Diagnostic Procedures	12
Cardiovascular and Pulmonary Diagnostic Principles	8
CCAF Internship	16
Clinical Respiratory Therapy	8
Pulmonary Diagnostic Procedures	8
Respiratory Therapy	4

Technical Electives	
<i>Subject/Courses</i>	<i>Maximum Semester Hours</i>
AF Enlisted Professional Military Education	12
Basic Medical Readiness	3
Computer Science	6
Emergency Medicine	6

1.8.5. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

1.8.6. Physical Education (4 Semester Hours). This requirement is satisfied by completion of basic military training.

1.8.7. General Education (15 Semester Hours): This requirement is satisfied by application of courses accepted in transfer or by testing credit. The following are specific requirements:

<i>Subjects/Courses</i>	<i>Semester Hours</i>
Oral Communication	3
Speech	
Written Communication	3
English Composition	
Mathematics	3
Intermediate algebra or a college-level mathematics course is required. If an acceptable mathematics course is applied as a Technical or Program Elective, a natural science course meeting GER application criteria may be applied as a General Education Requirement.	
Social Sciences	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	
Humanities	3
Fine Arts (History, Criticism, and Appreciation), Foreign language, Literature, Philosophy, Religion	

1.8.8. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education: Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to this program may be applied.

1.8.9. GER Application Criteria: Satisfied by application of courses accepted in transfer or by testing credit. The criteria for application of courses to the General Education Requirement are as follows:

Must not be developmental, preparatory, remedial refresher, or review.

Must be from a regionally accredited institution or a recognized candidate for accreditation.

Must be listed and identified in offering institution's freshman and sophomore general education graduation requirement.

Must have been completed with a "C" grade or better or equivalent.

Must not duplicate or significantly overlap another course or test applied to the degree program.

Must not be a special topic, special problem, workshop, or similar course.

Must not be narrowly focused on skills, techniques, and procedures peculiar to a particular occupation.

This degree program is recognized by the National Society for Cardiovascular Technology/ National Society for Pulmonary Technology. Graduates who desire Cardiovascular or Pulmonary Function Credentialing should contact:

Cardiovascular Credentialing International (CCI)

4456 Corporation Lane, Suite 120  
Virginia Beach, VA 23462-3151  
1-800-326-0268  
(804) 497-3380

National Board for Respiratory Care

8310 Nieman Road  
Lenexa, KS 66214-1812  
913) 599-4200

## **SECTION C - SKILL LEVEL TRAINING REQUIREMENTS**

1.9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B, of this CFETP.

1.10. Apprentice Training (3-Skill Level):

1.10.1. Specialty Qualification:

1.10.1.1. Knowledge. Knowledge is mandatory of: general anatomy and physiology, including cardiopulmonary system structures, functions and pathology; pharmacology; patient care theory, procedures and techniques; medical terminology; aseptic techniques; medical ethics; resuscitation techniques; maintaining and operating cardiopulmonary laboratory diagnostic and therapeutic equipment; medications; computer systems, readiness and resources management; age-specific concerns for this specialty.

1.10.1.2. Education. Successful completion of high school or college courses in algebra and chemistry is mandatory for entry into this AFSC.

1.10.1.3. Training. Completion of the Cardiopulmonary Laboratory Apprentice courses--Phase I and Phase II--is mandatory for award of AFSC 4H031.

1.10.1.4. Other. Minimum General AQE is 43.

1.10.2. Training Sources and Resources. Completion of the Cardiopulmonary Laboratory courses, J3AQR4H031 004 (Phase I) and J5ABO4H031 002 (Phase II), satisfies the knowledge and training requirements specified by the specialty qualification (above) for award of the 3-skill level. The Plan of Instruction (POI) identifies all knowledge and tasks, with their respective standards. They are available upon request from the 381 TRS/XWBH at Sheppard AFB, Texas. Qualification Training Packages (QTPs) are not required for this AFSC. However, procedures for requesting their development are contained in AFIND 8. A list of all training courses to support Cardiopulmonary Lab is at Part II, Section D, of this CFETP.

1.10.3. Implementation. The Cardiopulmonary Laboratory Apprentice course is a category A course requiring mandatory attendance. There is no proficiency advancement through the basic course. Job qualification starts when an individual begins phase II training. Thereafter, it is initiated anytime an individual is assigned duties they are not qualified to perform.

1.11. Journeyman Training (5-Skill Level):

1.11.1. Specialty Qualifications. All 4H031 qualifications apply to the 4H051 requirements.

1.11.1.1. Knowledge is mandatory of: general anatomy and physiology, including cardiopulmonary system structures, functions and pathology; pharmacology; patient care theory, procedures and techniques; medical terminology; aseptic techniques; medical ethics; resuscitation techniques; maintaining and operating cardiopulmonary laboratory diagnostic and therapeutic equipment; medications; computer systems, readiness and resources management; age-specific concerns for this specialty.

1.11.1.2. Education. Individuals must be graduates of Airman Leadership School to assume the grade of staff sergeant.

1.11.1.3. Training. The individual is eligible for upgrade to the 5-skill level with recommendation of the supervisor after a minimum of 15 months upgrade training. Upgrade training includes phase II training. Five-skill level qualification must meet phase II skill-levels. Completion of all STS core tasks for the assigned duty position is mandatory for the award of the 5-skill level (refer to Core Tasks, pg. 2).

1.11.1.4. Experience. Prior qualification as a Cardiopulmonary Lab apprentice is mandatory. Experience is mandatory in performing diagnostic and therapeutic procedures in caring for and treating specialty patients. Individuals must have the supervisor's recommendation for award of the 4H051 AFSC based on completion of core tasks associated with the duty position.

1.11.1.5. Other. Participation in continuing health education programs is desirable. Credentialing by a civilian professional organization is strongly encouraged.

1.11.2. Training Sources and Resources. Completion of Phase II satisfies the knowledge requirements specified in the specialty qualification section (above) for award of the 5-skill level (refer to Core Task, pg. 2). The STS identifies all core tasks required for qualification, which may be further refined by the supervisor for the specific duty position.

1.11.3. Implementation. Entry into qualification training is initiated at the start of Phase II. It is also initiated anytime an individual is assigned duties they are not qualified to perform.

#### 1.12. Craftsman Training Requirements (7-Skill Level):

1.12.1. Specialty Qualification. All 4H051 qualifications apply to the 4H071 requirements.

1.12.1.1. Knowledge. Knowledge is mandatory of: general anatomy and physiology, including cardiopulmonary system structures, functions and pathology; pharmacology; patient care theory, procedures and techniques; medical terminology; aseptic techniques; medical ethics; resuscitation techniques; maintaining and operating cardiopulmonary laboratory diagnostic and therapeutic equipment; medications; computer systems, readiness and resources management; age-specific concerns for this specialty; and personnel and unit management.

1.12.1.2. Education. To assume the grade of master sergeant, individuals must be graduates of the NCO Academy.

1.12.1.3. Training. The following is mandatory for the award of the 7-skill level: 1) at least 12 months time in training from the beginning of the promotion cycle, 2) completion of all STS core tasks for the assigned duty position (refer to Core Tasks, pg. 2), and 3) completion of the Cardiopulmonary Laboratory Craftsman course (through 30 Sep 01). CDCs will be implemented after FY 01.

1.12.1.4. Experience. Prior qualification as a Cardiopulmonary Lab Journeyman is mandatory. Experience is mandatory in performing and supervising the performance of diagnostic and therapeutic procedures in caring for and treating specialty patients.

1.12.1.5. Other. Participation in continuing health education programs is desirable. Credentialing by a civilian professional organization is strongly encouraged.

1.12.2. Implementation. Entry into qualification training is initiated at the beginning of the promotion cycle for E-5. The Cardiopulmonary Laboratory Craftsman course must be completed to be awarded the 7-level until 30 Sep 01.

1.13. Superintendent Training Requirements (9-Skill Level).

1.13.1. Specialty Qualification:

1.13.1.1. Knowledge. Knowledge is mandatory of: general anatomy and physiology, including cardiopulmonary system structures, functions and pathology; pharmacology; patient care theory, procedures and techniques; medical terminology; aseptic techniques; medical ethics; resuscitation techniques; maintaining and operating cardiopulmonary laboratory diagnostic and therapeutic equipment; medications; computer systems, readiness and resources management; age-specific concerns for this specialty. Also required, personnel and unit management.

1.13.1.2. Education. N/A

1.13.1.3. Experience. Prior qualification as a Cardiopulmonary Lab Craftsman is mandatory. Experience is mandatory in performing and supervising the performance of diagnostic and therapeutic procedures in caring for and treating specialty patients.

1.13.1.4. Other. Participation in continuing health education programs is desirable. Credentialing by a civilian professional organization is strongly encouraged.

1.13.2. Training Sources and Resources. The Senior NCO Academy will be used for training.

1.13.3. Implementation. The 9-skill level is restricted to senior master sergeants. Active duty personnel will only be awarded the 9-skill level upon SMSgt sew-on. Qualification training is initiated anytime an individual is assigned duties for which they are not qualified to perform.

## **SECTION D - RESOURCE CONSTRAINTS**

1.14. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

### **1.15. Apprentice Level Training:**

1.15.1. Constraints. Three skill level courses, Cardiopulmonary Laboratory Apprentice (J3AQR4H031 004 (Phase I) and J5ABO4H031 002 (Phase II)) will require very minor revisions.

1.15.1.2. Impact. None anticipated.

1.15.1.3. Resources Required. Resources are available within the 882 TRG to adequately support course revisions and training requirements.

1.15.1.4. Action Required. Course revision will be accomplished by personnel assigned to the 381 TRS/XWBH, 381 TRS/TRR, and 381 TRS/XWBA.

1.15.1.4.1. OPR/Target Completion Date. 381 TRS/TRR, ECD: CFETP approval plus 120 days.

### **1.16. Five Level Training:**

1.16.1. Constraints: None

1.16.1.2. Impact. None

1.16.1.3. Resources Required. None.

1.16.1.4. Action Required. None.

### **1.17. Seven-Level Training:**

1.17.1. Constraints: No CDC writer authorization

1.17.1.2. Impact. No 7-level upgrade capability.

1.17.1.3. Resources Required. CDC Writer authorized and trained. The other necessary resources are available through the 882d Training Group to adequately support CDC development and production.

1.17.1.4. Action Required. The 381st Training Squadron and AFCFM are currently working the CDC Writer authorization issue. Course development will commence as soon as the authorization is granted and filled and the writer trained.

1.17.1.4.1. OPR/Target Completion Date. 381 TRS/TRR, ECD: OCTOBER 2002

**SECTION E NOT USED**



## CAREER FIELD EDUCATION AND TRAINING PLAN

### PART II, SECTION A

#### CARDIOPULMONARY LABORATORY SPECIALTY TRAINING STANDARD

2.1. This Specialty Training Standard (STS) implements technical training provided by Air Education and Training Command with the class entering 010801 and graduating 011102 for course J3AQR4H031 004, and the class entering 011118 and graduating 010718 for course J5ABO4H031 002.

2.2. Purpose of this STS. As prescribed in AFI 36-2202, this STS:

2.2.1. Lists in column 1 of attachment 1, Tasks, Knowledge, Technical References (TRs), and Core Tasks, airmen need to perform duties in the 3-, 5-, and 7- skill level AFSC in the Cardiopulmonary Laboratory ladder of the Airman Medical career field. These are based on an analysis of the duties in AFMAN 36-2108.

2.2.6. Shows core task requirements. Tasks that are identified with an asterisk (\*) in column 1 of attachment 1 and are circled by the supervisor, are the core tasks associated with the duty position required for the awarding the 5- and 7-skill levels in the Cardiopulmonary Laboratory Specialty (refer to Core Task, pg. 2).

2.2.7. Shows the qualification training package (QTP) requirements. A number in Column 4E identifies the QTP volume used to support training of the task. There are no QTPs for this AFSC.

2.2.8. Provides OJT certification columns in attachment 1 to record completion of task and knowledge training requirements. Certification is accomplished when the certifying official initials in column 3E of the circled task/knowledge element. Date started, completed, and the trainer's and trainee's initials complete the certification requirement. Any deviations from these requirements can only be approved by the Air Force Career Field Manager (AFCFM).

**NOTE: Trainers must possess a 4H0X1 or DoD equivalent AFSC and be trained and certified at the 5-skill level. Certifiers must be at least an E-5, trained and certified at the 7-skill level, be a third party, and be appointed in writing.**

2.2.9. Shows formal training requirements. Columns 4A, 4B, and 4C of attachment 1 show the proficiency to be demonstrated on the job by the graduate as a result of training in courses J3AQR4H031 004 (PDS Code LCO), J5ABO4H031 002 (PDS Code PLO), and J3ACR4H071 000 (PDS Code 08C), respectively. Tasks coded in column 2 are trained in the resident initial skills wartime course.

2.2.10. CDC's will be implemented as soon as possible after FY01 for 7-level qualification training.

2.2.11. Becomes a job qualification standard (JQS) for OJT when placed in AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201. For OJT, the tasks in column 1 of attachment 1 are trained and qualified to the go/no go level. Go means the individual can

perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use of procedures.

2.2.12. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. Questions are based on study references listed in WAPS Catalog published by the Extension Course Institute (ECI). Individual responsibilities are in Chapter 1 of AFI 36-2605.

2.3. Proficiency Code Key. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training.

2.4. Recommendations: Report unsatisfactory performance of individual course graduates, inadequacies of and suggested corrections to this STS to the AF Cardiopulmonary Careerfield Manager (CFM), 60th Medical Group, Travis AFB, TX. Reference specific paragraphs. A Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in this training standard. For a quick response to problems, call our 24-hour Customer Service Information Line, DSN 736-2385 or e-mail: 882trg.csil@sheppard.af.mil.

This CFETP supersedes CFETP 4H0X1, April 1998.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MICHAEL E. RYAN, General, USAF  
Chief of Staff

KEVIN A. COLLINS, Colonel, USAF  
Director of Information Management

3 ATTACHMENTS

1. Qualitative Requirements
2. Cross-Talk Listings and Bibliography of 4H0X1 Training References
3. Summary of STS Proficiency Codes

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
NAME OF TRAINEE		
PRINTED NAME (Last, First, Middle Initial)	INITIALS (Written)	SSAN
PRINTED NAME OF TRAINER AND CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

## QUALITATIVE REQUIREMENTS

PROFICIENCY CODE		
	SCALE VALUE	DEFINITION: The Individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
* TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
** SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
<p align="center"><b>EXPLANATIONS</b></p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.</p>		

NOTE 1: Users are responsible for annotating training references to identify current references pending STS revision.

NOTE 2: Tasks identified with an asterisk (\*) in column 1 of attachment 1, *that are circled by the supervisor*, are the only core tasks that personnel must be trained and certified on to complete qualification/duty position training (refer to Core Task, pg. 2).

NOTE 3: Training references (TRs) in the source summary are commercial publications or other service publications that are essential for OJT and mission accomplishment. TRs listed in the STS are for the new directives; refer to attachment 2 for the old directives and continue to use them until the new directives are published. The element supervisors will consolidate the requirements for the element they support and order publications through the hospital library activity.

NOTE 4: No QTPs are required for this AFSC. Column 4D is blank intentionally.

NOTE 5: Items coded in column 2 are the tasks and knowledge items that are trained in the resident wartime course. The Phase II course J5ABO4H031 002 will be discontinued when the resident wartime course is implemented.

NOTE 6: Method of Sustainment Training TBD. Local resources should be used (where available) to train as closely as possible to the Phase II skill levels.

- STS 4H0X1 -  1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2.  War- time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
			A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
1    COMMON CARDIOPULMONARY CAREER FIELD EXPERIENCE												
1a	MEDICAL READINESS (Initial Medical Readiness Training, directed by AFI 41-106, is provided in the Basic Medical Readiness course, conducted at the 882d Training Group, Sheppard AFB, TX. Completed training is documented on AF Form 1098 for each course graduate. Continuing/ongoing Medical Readiness Training for the individual is the responsibility of each medical facility)	—	—		—							
1b	Career ladder progression TR: CFETP 4H0X1	*						B	—	B		
1b(1)	Career enhancement/credentials							A	B	B		
1c	Duties of AFSC 4H0X1 TR: CFETP 4H0X1							B	—	B		

- STS 4H0X1 -		2.	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		War-time Tasks	A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
1d	USAF Medical Service TR: AFD 41-2, AFD 44-1											
1d(1)	Mission							A	—	B		
1d(2)	Organization							A	—	B		
1d(3)	Function							A	—	B		
* 1e	Operation Security (OPSEC) vulnerabilities of AFSC 4H0X1 TR: AFI 10-1101	*						B	—	—		
1f	AF Occupational Safety and Health (AFOSH) Program TR: AFI 91-301, AFI 91-302											
* 1f(1)	Hazards of AFSC 4H0X1	*						A	B	—		
* 1f(2)	AFOSH Standards for AFSC 4H0X1 TR: AFI 91-302, AFI 41-203; <u>Accreditation Manual for Hospitals, V1</u>	*						A	B	B		
* 1f(3)	General safety principles	*						A	B	—		
1f(4)	Use safety practices when working with											
* 1f(4)(a)	Electrical equipment TR: <u>Textbook of Cardiovascular Technology</u> , Chap 5; <u>Fundamentals of Respiratory Care</u> , Chap 2	*						b	3c	—		
* 1f(4)(b)	Compressed Gases TR: <u>Fundamentals of Respiratory Care</u> , Chap 33	*						b	3c	—		
* 1f(4)(c)	Caustic and corrosive chemicals	*						b	3c	—		
* 1f(4)(d)	Drugs and solutions TR: <u>Fundamentals of Respiratory Care</u> , Chap 32; <u>Clinical Application of Respiratory Care</u> , Chap 5	*						b	3c	—		

- STS 4H0X1 -			2.	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS			War-time Tasks	A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
*	1f(4)(e)	Sharp instruments and glassware	*						B	3c	—		
*	1f(4)(f)	Personal protective equipment TR: AFOSH personal protection standard	*						A	3c	—		
*	1f(4)(g)	Preventive maintenance of equipment	*						B	3c	—		
	1g	Accident reporting AFI 91-204	*						B	—	B		
	1h	Professional and patient relationships TR: AFI 36-2909; <u>Fundamentals of Respiratory Care</u> , Chap 1, 4											
	1h(1)	Professional relations with patients and medical personnel	*						A	B	—		
	1h(2)	Professional standards	*						B	—	—		
	1h(3)	Medical Ethics	*						B	—	B		
	<b>2 MEDICAL LOGISTICS PROCEDURES</b> TR: AFMAN 23-110												
*	2a	Air Force accountability	*						B	—	B		
	2b	Prepare request for issue/turn-in of											
	2b(1)	Supplies							—	—	B		
	2b(2)	Equipment							—	—	B		
	2c	Report of survey system TR: AFI 23-220							A	—	B		

- STS 4H0X1 -  1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	2.  War- time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
		A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
<b>3 CARDIOPULMONARY LABORATORY ADMINISTRATION</b>											
3a Resource Management											
3a(1) Record/evaluate medical expense and performance reporting system (MEPRS) data TR: DOD 6010.13M; AFI 41- 102							A	—	B		
3a(2) Analyze medical expense and performance reporting system (MEPRS) data TR: DOD 6010.13M; AFI 41- 102							—	—	B		
3a(3) Determine staffing requirements TR: AFI 38-201, AFMAN 36- 2108, AFMS 5212							—	—	B		
3a(4) Develop staffing plans TR: <u>Accreditation Manual for Hospitals, V1</u> , AFMAN 36- 2108							—	—	B		
3a(5) Determine budgeting requirements TR: AFI 41-120, AFI 41-201							—	—	B		
3b Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) TR: AFI 44-119; <u>Accreditation Manual for Hospitals, V1</u>							A	—	B		
3c Performance Management TR: AFI 90-1102							A	B	—		
3d Health Services Assessment (HSA)							A	—	B		
3e Schedule patients for medical procedures							—	2b	—		
3f Develop schedules for medical procedures							—	—	—		
3g Proper telephone techniques							A	B	—		

- STS 4H0X1 -		2.	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		War-time Tasks	A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
3h	Write special reports TR: AFI 37-126							—	—	B		
3i	Intro to Computers	*						A	2b	—		
<b>4 FUNDAMENTALS OF PATIENT CARE</b> TR: <u>Fundamentals of Respiratory Care</u> , Chap 3, 44, 45												
4a	Basic psychology of human needs	*						A	B	—		
4b	Structure and function of human body	*						A	B	—		
4c	Cardiopulmonary risk factors	*						A	B	—		
4d	Medical terminology	*						B	—	—		
4e	Patient sensitivity	*						A	B	—		
* 4f	Obtain vital signs	*						2b	3c	—		
* 4g	Obtain patient history	*						1b	3c	—		
4h	Provide patient instruction/education							A	B	—		
4i	Microbiology											
* 4i(1)	Apply aseptic techniques	*						b	3c	—		
* 4i(2)	Infection control	*						A	B	—		
* 4i(3)	Universal precautions, respiratory protection/isolation	*						A	B	—		
4i(4)	Bacterial vs. viral hematology	*						A	B	—		
4i(5)	Obtain sputum samples							A	3c	—		



- STS 4H0X1 -  1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	2.  War- time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
		A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
<b>5 CARDIOVASCULAR ANATOMY AND PHYSIOLOGY</b> TR: <u>Principles of Anatomy and Physiology</u> , Chap 19, 20, 21; <u>Fundamentals of Respiratory Care</u> , Chap 8; <u>Textbook of Cardiovascular Technology</u> , Chaps 1, 2, 4, 6											
5a Cardiovascular terminology	*						B	—	—		
5b Structure and function of the heart	*						B	—	—		
5c Structure and function of the vascular system	*						B	—	—		
5d Hemodynamics	*						B	—	—		
5e Regulation of heart and circulation	*						B	—	—		
5f Electrophysiology of cardiac muscle	*						B	—	—		
5g Cardiac cycle	*						B	—	—		
5h Acquired cardiovascular disease							B	—	—		
5i Congenital cardiovascular disease							B	—	—		
5j Dynamics of cardiovascular dysfunction							B	—	—		
<b>6 PULMONARY ANATOMY AND PHYSIOLOGY</b> TR: <u>Principles of Anatomy and Physiology</u> , Chap 23; <u>Clinical Application of Respiratory Care</u> , Chap 1, 7, 14, 15, 24; <u>Fundamentals of Respiratory Care</u> , Chaps 5, 7, 9, 12, 13, 16, 20; <u>Clinical Application of Blood Gases</u> , Chaps 1,2,3,4, 7, 8, 9, 10, 13											
6a Pulmonary terminology	*						B	—	—		
6b Structure and functional dynamics	*						B	—	—		
6c Dynamics of gas exchange	*						B	—	—		

- STS 4H0X1 -		2.	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		War-time Tasks	A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
6d	Regulation of respiration	*						B	—	—		
6e	Application of math concepts	*						B	—	—		
6f	Gas physics	*						B	—	—		
6g	Chemistry of acid-base physiology	*						B	C	—		
6h	Restrictive lung processes							B	—	—		
6i	Obstructive lung processes							B	—	—		
<b>7 CARDIOPULMONARY TEAM FUNCTIONS</b>												
TR: <u>Cardiac Catheterization and Angiography</u> . Chap 2, 7, 8, 9, 12, 13, 19, 22, 29; <u>Rapid Interpretation of EKGs: Textbook of Cardiovascular Technology</u> , Chap 8, 11; <u>Heart Disease</u> , Chap 6, 7, 8, 9, 22, 41												
7a	Assist physician in performing											
7a(1)	Hemodynamic monitoring							—	—			
7a(2)	Angiography							—	—			
7a(3)	Angioplasty							—	—			
7a(4)	Coronary atherectomy and stents							—	—			
7a(5)	Rotational ablation							—	—			
7a(6)	Electrophysiology studies							—	—			
7a(7)	Pacemaker interrogation							—	—			
7a(8)	Thrombolysis							—	—			
* 7a(9)	Bronchoscopic examination TR: <u>Fundamentals of Respiratory Care</u> , Chap 29; <u>Respiratory Care</u> , Chap 26	*						a	2b	—		Q2y/TBD

- STS 4H0X1 -		2.	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		War-time Tasks	A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
7a(10)	Max O2 study TR: <u>Manual of Pulmonary Function Testing</u> , Chap 7							a	—	—		
7a(11)	Drug or physiologically induced asthma study TR: <u>Manual of Pulmonary Function Testing</u> , Chap 8							a	2b	—		
* 7a(12)	Exercise testing TR: <u>Textbook of Cardiovascular Technology</u> , Chap 8; <u>Heart Disease</u> , Chap 5							2b	3c	—		
7a(13)	Cardiopulmonary rehabilitation  TR: <u>Principles and Practice of Pulmonary Rehabilitation</u> , Chap 14, 16, 22, 23, 24; <u>Pulmonary Rehabilitation Guidelines to Success</u> , Chap 1, 2, 3, 4, 7, 14, 26, 27							—	—	—		
7a(14)	Radionuclide studies TR: <u>Textbook of Cardiovascular Technology</u> , Chap 8; <u>Heart Disease</u> , Chap 9							—	a	—		

- STS 4H0X1 -			2.  War-time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS				A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
7a(15)	Tilt table testing TR: <i>Journal of American College of Cardiology (JACC)</i> , Vol. 28, 1996, p. 263-275; JACC vol. 65, 1995, p. 1322-1327; JACC vol. 22, 1993, p. 594-597; JACC vol. 17, 1991, p. 125-130; <i>Pacing and Clinical Electrophysiology</i> , vol. 14, 1991, p. 1528-1537; <i>American Journal of Cardiology (AJC)</i> , vol. 70, 1992, p. 605-609; AJC vol. 69, 1992, p.755-760; <i>American Journal of Medicine</i> , vol. 90, 1991, p. 6-10; <i>Annals of Internal Medicine</i> vol. 114, 1991, p. 1073-1079; <i>Annals of Internal Medicine</i> Vol. 118, 1992, p. 358-363; <u>Advanced Cardiac Life Support Manual</u> ; <u>Heart Disease</u> , Chap. 22, 30							—	—	—			
7b	Assist physician in cardiopulmonary emergency procedures <u>Fundamentals of Respiratory Care</u> , Chap 29, 30, 34; <u>Clinical Application of Blood Gases</u> , Chap 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 20, 24, 25, 26; <u>ACLS Manual</u>												
*	7b(1)	Operate mechanical ventilators	*						2b	3c	—		
*	7b(2)	Operate arterial blood gas machines	*						2b	3c	—		Q1y/TBD
*	7b(3)	Operate co-oximeters	*						2b	3c	—		Q1y/TBD
*	7b(4)	Operate pulse oximeters	*						2b	3c	—		Q1y/TBD
*	7b(5)	Operate D.C. defibrillators	*						2b	3c	—		
	7b(6)	Operate monitoring units	*						a	3c	—		
*	7b(7)	Operate EKG machines	*						2b	3c	—		

- STS 4H0X1 -			2.  War- time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS				A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
*	7b(8)	Perform arterial puncture	*						2b	3c	—		Q1y/TBD
*	7b(9)	Interpret warning/lethal arrhythmias	*						2b	3c	—		
*	7b(10)	Perform cardiopulmonary resuscitation (CPR)	*				*		3c	—	—		
*	7b(11)	Interpret arterial blood gases	*				*		2b	3c	—		Q1y/TBD
	7b(12)	Establish peripheral IV	*						—	a	—		
	7c	Assist physician in administration of emergency medication TR: <u>ACLS Manual</u>	*				*		b	3c	—		
<b>8 CARDIOLOGY DIAGNOSTIC PROCEDURES</b> TR: <u>Textbook of Cardiovascular Technology</u> , Chap 7, 9, 10; <u>Echocardiography</u> , Chap 1, 2, 3, 4, 6, 7, 9; <u>Heart Disease</u> , Chap 4, 22; <u>Electrocardiographt in Clinical Practice</u> ; <u>Rapid Interpretation of EKGs</u>													
*	8a	Interpret EKGs	*						2b	3c	—		
*	8b	Perform electrocardiograph tests	*						2b	3c	—		
	8c	Perform echocardiograph tests											
	8c(1)	2-D and M-mode	*						1b	2b	—		
	8c(2)	Doppler/color flow	*						1b	2b	—		
	8c(3)	Contrast studies							—	a	—		
	8c(4)	Stress echo							—	a	—		
	8c(5)	Transesophageal echo							—	a	—		
*	8d	Perform Holter monitoring tests							1b	3c	—		

- STS 4H0X1 -			2.	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS			War-time Tasks	A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
<b>9 PULMONARY DIAGNOSTIC PROCEDURES</b> TR: <u>Clinical Application of Blood Gases</u> , Chap 25, 26; <u>Manual of Pulmonary Function Testing</u> , Chap 1, 2, 3, 4, 5, 9; <u>Respiratory Care</u> , 8, 9, 10, 11													
*	9a	Perform routine spirometry/flow volume loops	*						2b	3c	—		
*	9b	Perform lung volume tests							a	3c	—		
*	9c	Perform lung diffusing capacity tests							a	3c	—		
	9d	Raw/Gaw by Body Box							a	3c	—		
*	9e	Perform blood gas analysis	*						2b	3c	—		
*	9f	Perform post-bronchodilator studies							a	3c	—		
	9g	Perform maximum voluntary ventilation							2b	3c	—		
	9h	Sleep Disorders											
	9h(1)	Perform polysomnography							—	—	—		
	9h(2)	Perform multiple sleep latency test (MSLT)							—	—	—		
	9h(3)	Titrate BiPAP/CPAP							—	—	—		
	9h(4)	Perform ambulatory sleep diagnostic tests							—	—	—		
	9h(5)	Perform actigraphy							—	—	—		
	9h(6)	Perform Multiple Wakefulness Tests							—	—	—		
	9i	Perform user maintenance on											
*	9i(1)	Pulmonary function system	*						2b	3c			
	9i(2)	Body plethysmograph							a	3c	—		

- STS 4H0X1 -			2.	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS			War-time Tasks	A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
*	9i(3)	Blood gas machine/Co-oximeter	*						2b	3c	—		
	9i(4)	Sleep equipment							—	—	—		
*	9i(5)	Fiberoptic bronchoscope	*						2b	3c	—		
<b>10 RESPIRATORY CARE</b> TR: <u>Accreditation Manual for Hospitals, V1; Fundamentals of Respiratory Care</u> , Chap 16, 29, 30, 31, 32, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43; <u>Clinical Application of Respiratory Care</u> , Chap 4, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21; <u>Clinical Application of Blood Gases</u> , 26, 27; <u>Respiratory Care</u> , 9, 12, 15, 16, 17, 18, 19, 20, 21, 22, 26, Appendices A, B, C; <u>Respiratory Therapy Equipment</u>													
	10a	Respiratory therapy terminology	*						B	—	—		
	10b	Mathematics and Physics of gases in respiratory therapy	*						B	—	—		
	10c	Arterial blood gas quality control procedures											
*	10c(1)	Perform arterial blood gas quality control procedures	*						a	2b	—		Q1y/TBD
	10c(2)	Manage arterial blood gas quality control programs							A	B	B		
	10c(3)	College of American Pathologists (CAP)							A	B	B		
	10d	Administration of oxygen and mixed gas therapy											
*	10d(1)	Operate pressure regulator	*						b	3c	—		Q1y/TBD
*	10d(2)	Operate flow meters	*				*		b	3c	—		Q1y/TBD
*	10d(3)	Operate oxygen blenders	*				*		b	3c	—		Q1y/TBD
*	10d(4)	Operate oxygen analyzers	*				*		b	3c	—		Q1y/TBD

- STS 4H0X1 -			2.  War- time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS				A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
*	10d(5)	Use gas delivery devices	*				*		b	3c	—		Q1y/TBD
	10e	Neonatal/Pediatric respiratory management											
	10e(1)	Care of the neonatal/pediatric patients						A	C	—			
	10e(2)	Set-up and operate high frequency ventilators						a	3c	—			
	10e(3)	Operate neonatal/pediatric ventilators						2b	3c	—			
	10f	Skilled Nursing Facilites (SNFs)/Home Healthcare								—			
	10f(1)	General principles of home healthcare						B	C	—			
	10f(2)	General principles and organization of skilled nursing facilities (SNFs)/longterm care/rehabilitation faciflity						B	—	—			
	10f(3)	Operate BiPAP/CPAP devices	*					a	3c	—			
	10f(4)	Operate home ventilators						2b	3c	—			
*	10g	Change respiratory equipment components	*						b	3c	—		
	10h	Give intermittent positive pressure breathing treatments	*						a	b	—		
	10i	Perform user maintenance on											
*	10i(1)	Volume ventilators	*						2b	3c	—		
*	10i(2)	Pressure ventilators	*						2b	3c	—		
*	10i(3)	Oxygen analyzers	*						2b	3c	—		
	10i(4)	BiPAP/CPAP equipment	*						2b	3c	—		
*	10i(5)	Pulse oximeters	*						2b	3c	—		
	10j	Operate											



- STS 4H0X1 -			2.  War- time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS				A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
*	10j(1)	Wright respirometer	*						2b	3c	—		Q1y/TBD
*	10j(2)	Peak flow meter	*						2b	3c	—		Q1y/TBD
*	10j(3)	Inspiratory force meter	*						2b	3c	—		Q1y/TBD
*	10k	Respiratory Pharmacology/Prepare respiratory medication	*						a	3c	—		Q1y/TBD
	10l	Administer respiratory medication											Q1y/TBD
*	10l(1)	Metered dose inhalers	*						a	3c	—		
*	10l(2)	Hand held nebulizers	*						a	3c	—		
*	10m	Initiate emergency treatment for adverse reactions to respiratory medication	*						b	3c	—		
*	10n	Operate nebulization devices	*						b	3c	—		
*	10o	Operate humidification devices	*						b	3c	—		
	10p	Airway management											Q1y/TBD
*	10p(1)	Assist physician with intubation procedures	*						b	2b	—		
*	10p(2)	Assist physician with extubation procedures	*						b	2b	—		
*	10p(3)	Apply suctioning techniques	*						b	3c	—		
*	10p(4)	Ensure airway patency	*						b	3c	—		
	10q	Give specialized breathing instructions	*						1b	3c	—		
*	10r	Instruct use of incentive spirometry	*						2b	3c	—		
	10s	Perform chest physiotherapy							—	2b	—		
	10t	Team functions during long/short term ventilation											
*	10t(1)	Operate pressure ventilators	*				*		2b	3c	—		Q1y/TBD

- STS 4H0X1 -			2.  War- time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS				A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
*	10t(2)	Operate volume ventilators	*				*		2b	3c	—		Q1y/TBD
*	10t(3)	Operate transport ventilator	*				*		2b	3c	—		
	10t(4)	Operate Nitrous Oxide delivery system							a	—	—		
*	10t(5)	Transport mechanically ventilated patients (internal or external)	*				*		—	2b	—		
	10t(6)	Perform mechanical ventilation at altitude	*				*		a	—	—		Q1y/TBD
*	10t(7)	Operate manual breathing devices	*				*		1b	3c	—		
*	10t(8)	Assist physician in weaning patient from ventilator	*				*		b	3c	—		
*	10u	Clean equipment	*				*		A	3c	—		
*	10v	Disinfect equipment	*				*		A	3c	—		
*	10w	Sterilize equipment	*				*		A	3c	—		
*	10x	Dispose of contaminated materials	*				*		a	3c	—		
	10y	Patient Assessment											
*	10y(1)	Pre-treatment evaluation	*				*		b	3c	—		
*	10y(2)	Physical findings/observations	*				*		b	3c	—		
*	10y(3)	Treatments	*				*		b	3c	—		
*	10y(4)	Close out consultations	*				*		b	3c	—		
<b>11 SUPERVISION</b> TR: AFI 36-2201, AFI 36-2403, AFI 36-2503, AFI 36-2907, AFMAN 36- 2108 AFPAM 36-2241, Vol 1													
	11a	Orient new personnel							—	—	B		
	11b	Assign personnel to work areas							—	—	B		

- STS 4H0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	2.  War- time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
		A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
11c Plan work assignments and priorities							—	—	B		
11d Schedule work assignments							—	—	B		
11e Establish											
11e(1) Work methods							—	—	B		
11e(2) Controls							—	—	B		
11e(3) Performance standards							—	—	B		
11f Evaluate work performance of subordinate personnel							—	—	B		
11g Resolve technical problems for subordinate personnel							—	—	B		
11h Counsel personnel and resolve individual problems							—	—	B		
11i Initiate action to correct substandard personnel performance							—	—	B		
<b>12 TRAINING</b> TR: AFI 36-2201, AFCAT 36-2223											
12a Evaluate personnel to determine need for training							—	—	B		
12b Planning and supervising OJT											
12b(1) Prepare job qualification standards							—	—	B		
12b(2) Conduct age specific training							—	—	B		
12b(3) Conduct training							—	—	B		
12b(4) Counsel trainees on their progress							—	—	B		
12b(5) Monitor effectiveness of											
12b(5)(a) Career knowledge upgrade training							—	—	B		

- STS 4H0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	2.  War- time Tasks	3. Certification for OJT					4. Training Proficiency Codes				
		A Start Date	B Complete Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	A Phase I	B Phase II	C 7 Skill Level CDC	D QTP	E Sustainment Training Freq/Meth
12b(5)(b) Job proficiency upgrade training							—	—	B		
12b(5)(c) Qualification training							—	—	B		
12c Maintain training records							—	—	B		
12d Evaluate effectiveness of training programs							—	—	B		
12e Recommend personnel for training							—	—	B		

#### SUMMARY OF CHANGES

This revision updates qualitative requirements based on analysis of the Occupational Survey Report and Training Extract for AFSC 4H0X1, November 2000. This STS was revised and updated based on applications of OSR data, U&TW decisions, and Committee on Accreditation for Respiratory Care (COARC) accreditation. Numerous changes were made to the STS, a detailed listing of the changes will be filed in the Training Manager's 4H0X1 Case File.

TECHNICAL REFERENCE (TR) SOURCE SUMMARY  
FOR COMMERCIAL AND OTHER SERVICE PUBLICATIONS  
STS 4H0X1

Accreditation Manual for Hospitals, Volumes 1 and 2 (current edition), Joint Commission on Accreditation of Healthcare Organizations

American Journal of Cardiology (AJC), vol. 70, 1992, p. 605-609

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Textbook of Advanced Cardiac Life Support, (most current edition) American Heart Association

Tortora/Grabowski. Principles of Anatomy and Physiology, 9<sup>th</sup> ed., John Wiley & Sons, Inc.

### **AIR FORCE INDEXES (AFIND)**

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFIND 2	1 SEP 99	AFR 0-2	Numerical Index of Standard and Recurring Air Force Publications
AFIND 8	1 MAY 99	AFR 0-8	Numerical Index of Specialized Education/Training Publications
AFIND 9	1 JUL 99	AFR 0-9	Numerical Index of Departmental Forms
AFIND 17	1 DEC 98	AFR 0-17	Air Force Occupational Safety and Health (AFOSH) Standards Department of Labor Occupational Safety and Health Standards (OSHA) and Health (NIOSH) Publications

### **AIR FORCE INSTRUCTIONS (AFI)**

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFI 10-1101	1 MAY 97	AFR 55-30	Operations Security (OPSEC)
AFI 23-220	1 JUL 96	AFR 68-1	Reports of Survey for Air Force Property
AFI 33-360V1	29 DEC 00	AFI 37-160, Vol 1	Publications Management Program
AFI 36-704	22 JUL 94	AFR 40-750	Discipline and Adverse Actions
AFI 36-807	21 JUN 99	AFR 40-610	Weekly and Daily Scheduling of Work and Holiday Observances
AFI 36-1203	1 MAY 96	AFR 40-771	Administrative Grievance System
AFI 36-2101	1 MAY 98	AFR 35-1	Classifying Military Personnel
AFI 36-2201	1 APR 97	AFR 50-12; AFR 50-23, AFR 50-38; AFR 50-42, AFR 50-44	Developing, Managing and Conducting Training
AFI 36-2202	Pending	AFR 8-13	Air Force Specialty Training Standards and Air Force Job Qualification Standards

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFI 36-2406	1 JUL 00	AFI 36-2403	Officer and Enlisted Evaluation System
AFI 36-2503	20 JUL 94	AFR 39-30	Administrative Demotion of Airmen
AFI 36-2907	1 MAY 97		Unfavorable Information File (UIF) Program
AFI 36-3003	14 APR 00	AFR 40-630	Military Leave Program
AFI 37-160, Vol 6	NOV 94	AFR 4-22 (formerly AFR 5-4)	The Air Force Publications and Forms Management Programs--Numbering Publications
AFI 38-201	1 JAN 99		Determining Manpower Requirements
AFI 41-102	1 JUL 96		The Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities
AFI 41-104	25 MAY 94	AFR 169-4	Professional Board and National Certification Examinations
AFI 41-105	30 DEC 93	AFR 169-9	Medical Education and Training Programs
AFI 41-106	1 MAR 99		Medical Readiness Planning and Training
AFI 41-112	Pending	AFR 168-2	Medical Care Third Party Liability Notification
AFI 41-115	25 JUL 94	AFR 168-2 AFR 168-6 AFR 168-19	Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)
AFI 41-120	5 AUG 94	AFR 168-4	Medical Resource Management Operations
AFI 41-201	26 JUL 94	AFR 167-7	Managing Clinical Engineering Programs
AFI 41-203	25 JUL 94	AFR 160-3	Electrical Safety in Medical Treatment Facilities
AFI 44-102	1 JUL 98	AFR 160-12	Community Health Management
AFI 44-108	1 JUL 00	AFR 160-41	Infection Control Program
AFI 44-119	1 AUG 00	AFR 168-13	Clinical Performance Improvement
AFI 44-135	JL94	AFR 168-4	Clinical Dietetics

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFI 46-102	1 JUL 95	AFR 168-4	Nursing Care
AFI 90-301	12 AUG 99	AFR 123-2; AFR 123-11	Inspector General Complaints
AFI 90-302	Pending	AFR 123-2	Air Force Fraud, Waste, and Abuse Prevention, Detection, and Remedies
AFI 91-202	1 AUG 98	AFR 127-2	The US Air Force Mishap Prevention Program
AFI 91-301	1 JUN 96	AFR 127-12	Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program
AFI 91-302	18 APR 94		Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Standards

#### **AIR FORCE MANUALS (AFMAN)**

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFMAN 23-110V2 PT13	1 APR 01	AFMAN 23-110V2	Standard Base Supply Customer's Procedures
AFMAN 33-326	1 NOV 99	AFMAN 37-126	Preparing Official Communications
AFMAN 36-2108	31 OCT 00	AFR 39-1	Enlisted Classification
AFMAN 36-2125	Pending	AFM 30-130, Vol 2 AFM 30-130, Vol 3 AFM 30-130, Vol 4 AFM 30-130, Vol 6	Personnel Data System (PDS) Unit/GSU Support; Personnel Concept III End Users Manual; Base Level Personnel Data System Civilian (PDS-S) Users Manual; Personnel Concept III/Personnel System Management (PSM) Users Manual
AFMAN 36-2622, Vol 5	1 MAR 97	AFM 30-130, Vol 1	Personnel Concept III (Civilian) End Users Manual
AFMAN 37-139	1 MAR 96	AFR 4-20, Vol 2 (formerly AFR 12-50, Vol 2)	Records Disposition Schedule



<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFMAN 44-144	1 APR 97	AFR 168-4	Nutritional Medicine Management
AFMAN 67-1, Vol 5	DE93	NA	Air Force Medical Materiel Management System--General
AFM 167-230	JN93	NA	Medical Logistics System (MEDLOG): I008/AJ Users Manual

#### **AIR FORCE PAMPHLETS (AFPAM)**

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFPAM 36-106	20 Dec 93	AFR 40-293	Supervisor's Records
AFPAM 36-107	DE93	AFR 40-296	Personnel and Position Actions
AFPAM 36-2126	Pending	AFR 35-17	Preparation of Personnel Selected for Relocation—Base Level Procedures (PA)
AFPAM 36-2241, Vol 1	1 JUL 99	AFR 50-34, Vol 1	Promotion Fitness Examination(PFE) Study Guide
AFPAM 36-2241, Vol 2	1 JUL 99	AFR 50-34, Vol 2	USAF Supervisory Examination (USAFSE) Study Guide
AFPAM 36-2618	1 APR 99	AFR39-6M	The Enlisted Force Structure

#### **AIR FORCE HANDBOOKS (AFH)**

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFH 37-137	30 JUN 97	AFP 4-19	The Tongue and Quill
AFH 37-148	Pending	AFP 13-5	US Air Force Effective Writing Course

#### **AIR FORCE CATALOGS (AFCAT)**

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
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<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFCAT 36-2223	1 JUL 97	AFR 50-5	USAF Formal Schools Catalog

#### **AIR FORCE OCCUPATIONAL, SAFETY AND HEALTH STANDARDS (AFOSH STD)**

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
AFOSH STD 91-8	OCT 98	AFOSH STD 127-8	Medical Facilities
AFOSH STD 91-31	1 OCT 97	AFOSH STD 127-31	Personal Protective Equipment
AFOSH STD 91-32	SEP 98	AFOSH STD 127-32	Emergency Shower and Eyewash Units
AFOSH STD 91-43	OCT 97	AFOSH STD 127-43	Flammable and Combustible Liquids
AFOSH STD 91-68	OCT 97	AFOSH STD 127-68	Chemical Safety

#### **DEPARTMENT OF DEFENSE DIRECTIVES (DODD)**

<u>New Short Title</u>	<u>Publication Date</u>	<u>Old Short Title/Comments</u>	<u>Publication Title</u>
DODD 5500.7-R	AU93	AFR 30-30	Joint Ethics Regulation
DODD 5500-7C1	NO94		

#### **DEPARTMENT OF DEFENSE MANUALS (DODM)**

DODM 6010.13	OCT 95		Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities
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## SUMMARY OF STS PROFICIENCY CODES

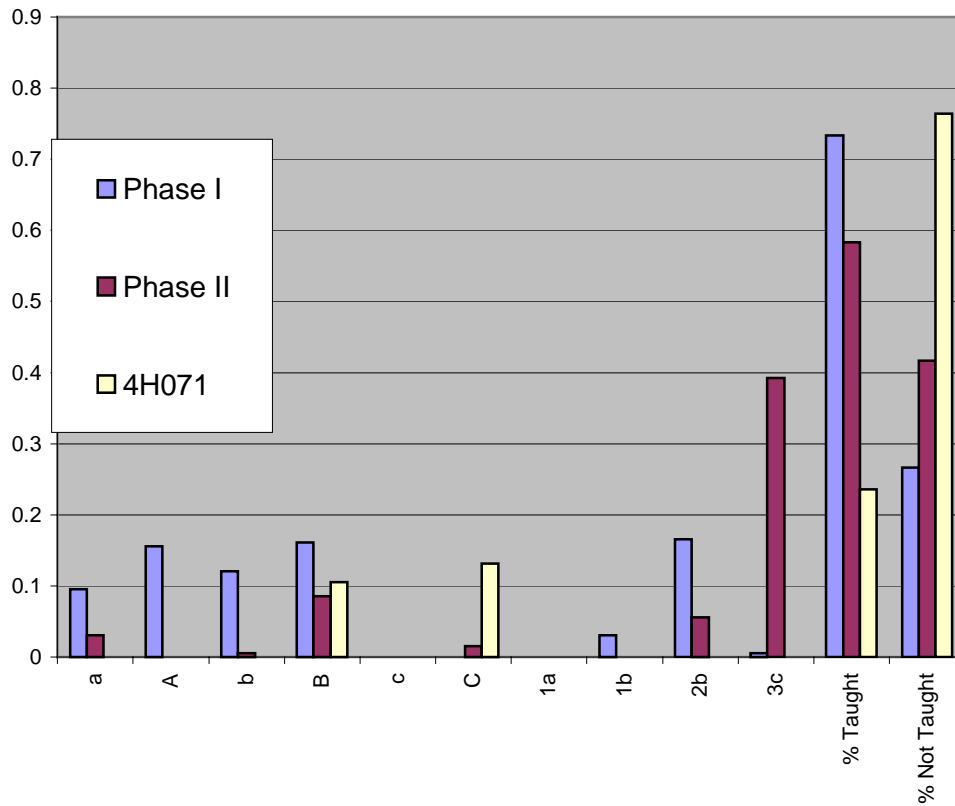
1. Proficiency codes in columns 4A, 4B, and 4C of the STS represent the performance and knowledge levels required of formal course graduates. AETC uses these training levels to guide its training course development efforts. It is imperative these levels are realistic and obtainable for AETC to meet its contractual obligations with the using MAJCOMs. When this STS was revised, an overall audit of proficiency codes was done to assess the sum total of task and subject knowledge taught in formal courses. This assessment is provided in figures 2-1 and 2-2. The data presented illustrates the training progression of formal courses and will be useful in validating our course development efforts.

Formal Courses	Level a	Level A	Level b	Level B	Level c	Level C	Level 1a	Level 1b	Level 2b	Level 3c	Sub Total	No Trng	Total s
Phase I	19	31	24	32	0	0	0	6	33	1	146	53	199
Phase II	6	0	1	17	0	3	0	0	11	78	116	83	199
4H071	0	0	0	20	0	25	0	0	0	0	45	146	191
Totals:	25	31	25	69	0	28	0	6	44	79	307	282	589

Figure 2-1. A Global Look at Training Codes for Formal Training Courses

a. The following bar graph illustrates the number of proficiency codes for each course from the data above. Except for *AFSC specific training* in a formal 7-level course, 12% of the total STS requirements in this sample are supervision and training elements not considered for technical training.

Figure 2-2. Percent of Proficiency Codes Required for Formal Training Courses



**SECTION B NOT USED**

**SECTION C  
ENLISTED SPECIALTY TRAINING (EST) SUPPORT MATERIALS**

Qualification Training Packages (QTPs)

Course Number

Course Title

Developer

\*None Required.

## SECTION D - TRAINING COURSE INDEX

### AIR FORCE RESIDENT COURSES

Course Number	Course Title	Location
J3AQR40030 002	Basic Medical Readiness	Sheppard AFB TX
J3AQR4H031 004	Cardiopulmonary Laboratory Apprentice (Phase I)	Sheppard AFB TX
J5ABO4H051 002	Cardiopulmonary Laboratory Apprentice (Phase II)	Andrews AFB MD, Keesler AFB MS, Lackland AFB TX, Travis AFB CA, Wright-Patterson AFB OH
J3ACR4H071 000	Cardiopulmonary Laboratory Craftsman	Sheppard AFB, TX
Note: Above course being deleted for FY02 and beyond.		
XX5ALS99400-001	Airman Leadership School	Local Base
XX5NCO99200-001	Air Force Noncommissioned Officer Academy	Tyndall AFB FL, Robins AFB GA, Peterson AFB CO, McGuire AFB NJ, Lackland AFB TX, Keesler AFB MS, Goodfellow AFB TX, Barksdale AFB LA, Tyson-McGee ANG Base TN; Kapone AS, Germany; Elmendorf AFB AK, Hickam AFB HI, Kadena AFB, Japan
015NCO99100-000	USAF Senior Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB AL

**AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING (AFIADL)  
COURSES (FORMERLY EXTENSION COURSE INSTITUTE (ECI))**

Course Number	Course Title	Location
015ECI00006 (See note below)	Air Force Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB AL
015ECI00008	USAF Senior Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB AL

NOTE: Starting 1 October 1996, the SNCO Academy correspondence course is available to all SNCOs/E-7 selects via CD-ROM or hard copy. This course is highly encouraged as a means to further professional development and career enhancement. For information on courses listed in this index refer to the Air Force Education and Training Course Announcements (ETCA) (formerly AFCAT 36-2223, USAF Formal Schools Catalog) located at URL: <http://hq2af.keesler.af.mil/etca.htm> for AF in residence courses and the AFIADL Catalog for non-resident courses.

## ***PART II, Section E – MAJCOM Unique Requirements***

1.1. Purpose: This section applies to all Cardiopulmonary Lab personnel assigned to all Air Reserve Component (ARC) medical units.

1.2. Qualification Training (QT) Requirements:

1.2.1. Upon completion of the Cardiopulmonary Lab Apprentice course (Phase I and II), all Cardiopulmonary Lab Apprentices (non-prior service and retrainees) will be assigned to a medical center for up to 180 days (minimum 90 days). This assignment is to assist the individual in acquiring proficiency in performing tasks associated with respiratory therapy and cardiopulmonary diagnostics for award of the 5-skill level. The ARC unit's desired training location will be honored to the maximum extent possible based on clinical training opportunities at that desired location.

1.2.2. The apprentice will be assigned to cardiopulmonary laboratory with emphasis in critical care settings as well as pulmonary function activities. This training will enable the apprentice to best fulfill contingency requirements. Active duty personnel will ensure that appropriate experiences and supervision are provided to assist the apprentice in gaining the desired confidence and proficiency.

1.2.3. Training. The individual is eligible for upgrade to the 5-skill level with recommendation of the supervisor after a minimum of 15 months upgrade training. Upgrade training time includes phase II training. Five-skill level qualification must meet Phase II skill-levels. Completion of all STS core tasks for the assigned duty position is mandatory for the award of the 5-skill level (refer to Core Tasks, pg. 2)



## **SECTION F - DOCUMENTATION OF TRAINING (Medical Specific)**

1.1. Development of a Work Center Training Plan and the Enlisted Training and Competency Folder. The focus of this training guidance is to bring all training documentation back into one "OJT" record. Over the years, training documentation has taken on many forms. Previous restrictions imposed by AFR 50-23 On-the-Job Training, allowed only certain documents to be maintained in the OJT record. Changing medical training requirements created a need for additional ways to document training outside the OJT record. The end result was that each training location created different means to document training. Often a section might have training documented in three or more locations which made the training documentation and review process difficult to manage. Individuals involved in the training process, not to mention inspection teams, found it difficult to get a good overview of the training process because they had to search through several different tracking folders to find the information they were looking for. Training documentation became very cumbersome to say the least. Air Force Instruction 36-2201 (Developing, Managing, and Conducting Training), para 4.4.3. authorized Career Field Managers to bring training documentation back into one "OJT" record. Thus, the Enlisted Training and Competency Folder was created. The following training information provides specific guidance along with recommended documentation, consistent with current Air Force instruction/directives. This training guidance has focused on two main areas: 1) Developing a Master Training Plan and 2) Documentation of the Training in the Enlisted Training and Competency Folder (a six-part folder).

### **1.2. Developing a Master Training Plan (MTP)**

1.2.1. What Is It? A Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and training documentation that occurs with each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

1.2.2. What's In It? Keep in mind that the Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

1.2.2.1. Unit Specific Orientation Checklist

1.2.2.2. Job description for each duty position within the duty section (see AFMAN 36-2108)

1.2.2.3. Job Qualification Requirements

1.2.2.4. Uses of AF Form 623 and Job Qualification Standards (*JQS's*)

1.2.2.5. Performance standards/position qualification training for each duty position

1.2.2.6. Master Career Field Education Training Plan (CFETP)

1.2.2.6.1. Identifies all tasks required for the duty section

1.2.2.6.2. Standardized reference source for initiating individual training

1.2.2.6.3. Impact of training on career progression

1.2.2.7. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties

1.2.2.7.1. Required for all tasks identified in the CFETP that require completion of a QTP before certification.

1.2.2.7.2. Required for all tasks not listed in the CFETP and/or identified by the duty section as a high risk procedure or task. Note: the tasks included in the CFETP have already been reviewed. Those identified as high risk usually have a QTP. Other tasks in the CFETP **do not** require QTPs.

1.3. Documentation of Training. The Enlisted Training and Competency Folder

1.3.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training of medical personnel (4XXXXs). Training documentation helps us to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also helps us meet all Joint Commission on Accreditation of Health Organizations (JCAHO) and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. Your unit training manager can also assist you with specific questions on training documentation.

1.4. Documents Included in 4XXXX Training Records

1.4.1. To assemble a 4H0X1 training record, utilize a standard six-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach (glue, tape, or staple) a computer generated or typewritten title "Enlisted Training and Competency Folder" centered on the front cover. Additionally, include the member's/trainee's full name (Last Name, First Name, Middle Initial), rank, and SSAN. Other sections of the six-part folder are discussed in detail in the paragraphs below. Parts 2 through 5 are intended to replace the existing AF Form 623 and the documents contained therein. Training documents normally filed in the AF Form 623 will be filed in the six-part folder under parts 2 through 5 in the same sequence that they appear in the current AF Form 623. Index tabs/tabbed dividers may be used in parts that contain multiple documents. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new six-part folder, the parts of the folder will contain the documents filed in the sequence, shown in figure 2-3.

ENLISTED TRAINING AND COMPETENCY FOLDER		
Guess, John. SRA 123-45-6789		
<b>PART 1</b> - Locally required training & skills competency documentation - AF Form 55 - Safety Training - Certificates of training	<b>PART 3</b> - AF Forms 1098 -- Mandatory Trng (Tab A) -- QTPs (Tab B) -- Inservice (Tab C)	<b>PART 5</b> - AF Form 2096 - PC III documentation
<b>PART 2 *</b> - AF Form 623 - CFETP - AF Forms 797 *For SNCOs not in retraining status, place blank CFETP in this section of competency folder to serve as the scope of practice for management of this AFSC.	<b>PART 4</b> - AETC Form 156 (until awarded 5 skill level) - AF Forms 623a -- Job Description/ Performance Standards Review -- Orientation -- Training progress	<b>PART 6</b> - Continuing Education to sustain credentials. (NOTE: No credentials are currently mandated for this AFSC).

Figure 2-3. Organization of the 4H0X1 OJT Record

1.4.2. **PART 1** is the first two-pronged section located inside the front cover. Locally required training and skills competency documentation is to be maintained in **PART 1**, regardless of grade or training status.

1.4.2.1. AF Form 55 - *Employee Safety and Health Record* is also maintained in **PART 1**, regardless of grade or training status. AFI 91-301, *Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program*, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623, On-the-Job Training Record. AF Form 803, *Report of Task Evaluations*, if used, will be maintained outside of six-part folder.

1.4.2.2. Maintain certificates of training in **PART 1** as verification of formal training.

1.4.3. **PART 2**, AF Form 623 and Career Field Education and Training Plan (CFETP): Attach the front cover (Containing Sections 1-4) of member's current AF Form 623, onto **PART 2** (Second two-pronged section) of the six-part folder. **Note: Maintenance of AF Form 623 is mandatory for Airman in grades Airman Basic through Technical Sergeant. In addition, an AF Form 623 is required for SNCOs, regardless of grade if in retraining status, or if directed by the Air Force Career Field Manager, Commander, or supervisor.** A blank CFETP may be placed here to use as scope of practice for SNCOs not in retraining status. If the front cover of the AF Form 623 is attached to the front of the six-part folder, *this makes the entire folder an OJT record subject to all OJT documentation requirements.* Don't do it! Place the AF Form 623 cover only in **PART 2**. An initiative to replace the current AF Form 623 with a two part adhesive backed form is underway. Once these forms are available for AF distribution, additional guidance on their use relative to the six-part folder will be provided. Ensure all appropriate areas of the form are properly completed before posting in **PART 2**.

This document is formally recognized by the personnel system in contingencies and deployments as the official “cover” of the formal training record.

1.4.3.1. The Specialty Training Standard (STS) contained within the CFETP will be used to record training proficiency in mandatory core tasks and various tasks that are required for an individual to perform duties in a specific work area. A master task listing for the work center is maintained in the master training plan for the duty section. Circle core tasks and other tasks the individual is required to perform in his/her current duty position.

1.4.3.2. AF Form 797, *Job Qualification Standard Continuation/Command JQS*. This form will be used to document training for tasks that are not otherwise documented in the CFETP or tasks that are waived by the MAJCOM (see AFI 36-2201, para 7.4 and Figure 2-4 below).

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS								
		CERTIFICATION						
TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	CERTIFYING OFFICIAL'S INITIALS	TRAINEE'S INITIALS	MAJCOM DIRECTED USE ONLY			COMPLETION DATE
1	Retrieve and send electronic mail. TR: Medical Group Instruction 40-5							
2	Fabricate CPAP device. TR: 4H0X1 OI xxx							
3	Prepare cardiac catheterization instruments for pick up and delivery to sterile supply. TR: 4H0X1 OI xxx							
TRAINEE NAME SANCHEZ, ELIZABETH								

AF FORM 797, MAY 87 (EF)

PREVIOUS EDITION IS OBSOLETE

Figure 2-4. Sample AF Form 797 Documentation

1.4.4. **PART 3**, AF Form 1098, *Special Task Certification and Recurring Training*. This form is used to document qualification in tasks that require recurring, mandatory, and/or inservice training. Although not mandated, this part can contain separate indexed tabs/tabbed dividers for the documentation of different categories of training. The following subparagraphs provide examples of how **PART 3** can be subdivided to document specific types of special or recurring training. AFSC 4N0X1 examples were used in illustrating AF Form 1098 documentation options.

1.4.4.1 AF Form 1098s in **PART 3**, Tab A, documents mandatory recurring training (see Figure 2-5). Examples are BLS training, Patient Sensitivity training, and other mandated training as stipulated by JCAHO standards, Air Force, or facility directives. Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed on an annual basis and updated as required.

### SPECIAL TASK CERTIFICATION AND RECURRING TRAINING

				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES	DATE COMPLETE D	SIGNATURE OF CERTIFYING OFFICIAL	INITIAL OF TRAINEE	SCORE OR HOURS	TYPE	FREQUENCY	DUE DATE
A.	B.	C.	D.	E.	F.	G.	H.
BLS Training	1 Apr 96			4	C	Bi-annual	1 Apr 97
Patient Sensitivity	20 Mar 96			P		A	20 Mar 97
Hospital Safety	12 May 96			P		A	12 May 97
QA&I	12 May 96			P		A	12 May 97
Infection Control	12 May 96			P		A	12 May 97
NAME OF TRAINEE (Last, First, Middle Initial)			GRADE		UNIT AND OFFICE SYMBOL		
LONG, JAMES			SrA		SGDL		

**AF FORM 1098, APR 85 (EF)**

**PREVIOUS EDITION WILL BE USED**

Figure 2-5. Sample Mandatory, Recurring Training Documentation

1.4.4.2. 1098s in **PART 3**, Tab B, documents ongoing completion of Qualification Training Packages (QTPs) if applicable. Air National Guard sustainment training will also be documented in this section. Air Force Reserve sustainment training will be documented on AFRES overprint of AF Form 1098, and filed in this section. ***Note: There are no QTPs for this career field.***

1.4.4.3. AF Form 1098s in **PART 3**, Tab C will be used to document inservice training (see Figure 2-6).

### SPECIAL TASK CERTIFICATION AND RECURRING TRAINING

				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES	DATE COMPLETED	SIGNATURE OF CERTIFYING OFFICIAL	INITIAL OF TRAINEE	SCORE OR HOURS	TYPE	FREQUENCY	DUE DATE
A.	B.	C.	D.	E.	F.	G.	H.
BiPaP	1 Apr 96			1 hour			
Asthma Recovery	20 Mar 96			2 hours			
Ventilator Quality Control	12 May 96			2 hours			
NAME OF TRAINEE (Last, First, Middle Initial) SWAILS, PALMER L.			GRADE CMSGT	UNIT AND OFFICE SYMBOL SGMP			

**AF FORM 1098, APR 85 (EF)**

**PREVIOUS EDITION WILL BE USED**

Figure 2-6. Sample In-Service Training Documentation

1.4.5. **PART 4**, AETC Form 156, *Student Training Report*, will be maintained until the individual is awarded the 5-skill level.

1.4.5.1. AF Form 623a, *OJT Training Record Continuation Sheet/Automated product*. This form will be utilized to document all progress of individual training to include facility orientation, duty section specific orientation, upgrade/job qualification training progress/status, additional pertinent training, skill level/task decertification procedures, and supervisor/trainer/certifier entries. The entire process must be well documented on this form (See Figures 2-7, 2-8, and 2-9). All individuals involved in the training process must document training progress, as it occurs, in this section. *Progress/status of members in qualification training will be documented at least monthly.*

1.4.5.2. Upgrade Training (5-7-9 skill levels) Please refer to "Terms" definition of upgrade training.

1.4.5.2.1. Document the member's entry into upgrade/**qualification** training and periodic (minimum monthly) evaluations of training progress.

1.4.5.2.2. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence.

1.4.5.2.3. Further training pertinent to the duty section and or unit effectiveness can also be documented on the AF Form 623a.

1.4.5.2.4. Document any decertification proceedings to include dates, reasons for decertification, and other applicable information, on the AF Form 623a.

1.4.5.2.5. Once an individual completes upgrade/**qualification** training commensurate to his/her rank and maintains an appropriate skill level, his/her supervisor should continue to review requirements, progress, and individual training needs. ***OJT record reviews should, at a minimum, coincide with member's performance feedbacks to ensure documentation currency and appropriateness. Review of OJT records is not required for senior NCOs, except for those in retraining status.***



ON - THE - JOB TRAINING RECORD CONTINUATION SHEET	
14 Feb 1996	
<p>SrA Jones is assigned to the Medical/Surgical ward on this date. SSgt Smith has been assigned as a trainer for SrA Jones. SSgt Smith will orient SrA Jones to the unit using the medical/surgical orientation checklist located in the Master Training Plan dated 17 March 94. An initial interview was accomplished on this date. SrA Jones enjoyed his hospital orientation and is looking forward to the unit orientation. He expressed his concern on meeting previously scheduled appointments while under the unit orientation. I informed SrA Jones that time to attend his appointments would be scheduled as needed. SrA Jones stated that his goals during the orientation process were to learn as much as possible and to question the trainers when he was not clear as to the training provided. SrA Jones seems to be very enthusiastic about working on the ward and has expressed his desire to take on any challenges that the trainers have to offer.</p>	
SrA Jones	SSgt Smith Respiratory Care
27 Feb 1996	
<p>A mid-orientation progress check was accomplished on this date. SrA Jones has progressed throughout the medical/surgical orientation checklist dated 17 Mar 94, with little to no difficulty. He completed his review of the unit specific OIs and has begun required reading of applicable hospital OIs. SrA Jones will complete the remainder of his orientation on night shift beginning 28 Feb 96.</p>	
SrA Jones	SSgt Smith Respiratory Care
12 Mar 96	
<p>SrA Jones has completed all training on the medical/surgical unit orientation checklist dated 17 Mar 94. A review of the checklist with SrA Jones indicates that he was knowledgeable of all items discussed. SrA Jones stated that he feels comfortable with the training provided and believes that he is ready to be released from orientation. I recommend SrA Jones be released from orientation on this date</p>	
SrA Jones	SSgt Smith Respiratory Care
Concur	Concur
<b>MSgt Finish, NCOIC</b>	<b>Capt Done, OIC</b>
<b>Respiratory Care</b>	<b>Medical Director</b>
<b>SAMPLE ORIENTATION DOCUMENTATION</b>	
<b>AF FORM 623a PREVIOUS EDITION WILL BE USED MAR 79</b>	

Figure 2-7. Sample 4H0X1 Orientation Documentation

<b>ON - THE - JOB TRAINING RECORD CONTINUATION SHEET</b>		
<b>INITIAL BRIEFING</b>  <b>(Trainee Orientation)</b>		
<p>_____ has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade/<b>qualification</b> training. Trainees acquire job qualification while performing on the job under supervision. Requirements from AFI 36-2101, 36-2108, and 36-2201 were covered. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, was explained. Responsibilities of the commander, base training, unit education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. Requirements for awarding the 5-skill level in your AFSC 4H0X1: <b>(1) Completing a minimum of 12 months time in training from date of assignment to first permanent duty station; (2) certification of duty position core tasks; and (3) recommendation of supervisor. Requirements for awarding the 7-skill level are: (1) promotion to staff sergeant; (2) completion of all core tasks for the duty position; (3) 18 months time in training from beginning date of promotion cycle and; (4) completion of craftsman course.</b> Each airman in grades E1 through E6 (and SNCOs in retraining status) have an AF Form 623 which must contain a CFETP or JQS. The CFETP or JQS may contain 150 or more separate tasks but it should be annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFI 36-2108 mandatory requirements for upgrade, if any, and core task requirements. In the JQS there is a space for both the supervisor and the trainee to initial to certify training is complete. In the CFETP, the trainer, trainee, and certifier have a space to initial when training is completed. <b>After upgrade/qualification training the CFETP or JQS will continue to be used to document further qualification training.</b></p>		
_____ <b>ETM'S SIGNATURE</b>	_____ <b>TRAINEE'S SIGNATURE</b>	_____ <b>DATE</b>
_____ <b>LAST NAME    FIRST NAME    MIDDLE INITIAL</b>		

**AF FORM    623a    PREVIOUS EDITION WILL BE USED    MAR 79**

Figure 2-8. Sample Initial Upgrade/*Qualification* Training Briefing

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET		
<b><i>TRAINEE'S RESPONSIBILITIES DURING QUALIFICATION/UPGRADE TRAINING</i></b>		
1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).  2. Attain and maintain qualification in your assigned AFS.  3. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.  4. Upon satisfactory completion of your time in training requirements and position qualification, your supervisor will initiate action to award the 5-skill level.		
<b><i>ETM'S SIGNATURE</i></b>	<b><i>TRAINEE'S SIGNATURE</i></b>	<b><i>DATE</i></b>
LAST NAME	FIRST NAME	MIDDLE INITIAL

**AF FORM 623a MAR 79**

**PREVIOUS EDITION WILL BE USED**

Figure 2-9. Sample Upgrade/*Qualification* Documentation

1.4.5.1.6. The Job Description/Performance Standards for each duty position should be maintained in a Master Training Plan (MTP) within individual duty sections. An AF Form 623a reflecting the members job description/performance standard will be maintained in **PART 4** of the six-part folder. Note: An AF Form 623a overprint/automated product may be used to document both supervisor/subordinate reviews (see figure 2-10). The following statements will be annotated and jointly reviewed by the supervisor/subordinate:

1.4.5.1.7. "I know where to find a current copy of my Job Description/Performance Standards".

1.4.5.1.8. "I have read, discussed with my supervisor, and understand my Job Description/Performance Standards".

1.4.5.1.9. "I understand my duties and responsibilities for the position that I am currently working in".

1.4.5.1.10. "If I have questions or concerns about my Job Description/Performance Standards, I will seek assistance from my supervisory personnel in my chain of command".

1.4.5.1.11. "It is my responsibility to review my Job Description/Performance Standards with my supervisor during each feedback session and with each change in supervisor/duty position".

1.4.5.1.12. A signature and date block for both supervisor and subordinate will reflect mutual understanding of above statements. Recommend several signature and date spaces for continual review process when overprint/automated products are utilized.

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET		
<p>23 July 97</p> <p>I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor, and understand my duties and responsibilities. If I have questions or concerns I will seek assistance from my supervisor.</p> <p>//Signed//            KRAMER, CARL, A1C, USAF            Cardiopulmonary Laboratory</p>		
<p>23 July 97</p> <p>A1C Kramer has completed his review of his job description and performance standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time A1C Kramer has no questions or concerns.</p> <p>//Signed//            ABLES, LINDA, CMSgt, USAF            OJT Trainer, Cardiopulmonary Laboratory</p>		
LAST NAME	FIRST NAME	MIDDLE INITIAL

AF FORM 623a MAR 79

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Figure 2-10. Sample Job Description/Performance Standards Review

1.4.6. **PART 5**, AF Form 2096, *Classification On-The-Job Training Action*. This form will be used to document official training actions, i.e., award of skill level, training status changes, decertifications, and award of special experience identifiers (SEIs). NOTE: A PC III automated document may be substituted for AF Form 2096.

1.4.7. **PART 6**, Continuing Education. This part will contain the National Certification/Registration and Continuing Education Reports as applicable to the member's AFSC/current duty position as required by the Air Force Medical Service. The form must contain documentation of the individual's current certification card number and expiration date. There are currently no National Certification/Registration and Continuing Education Reports requirements for AFSC 4H0X1. However, since many AFSC members do maintain certifications and registrations in respiratory therapy, cardiovascular technology and/or pulmonary functions, copies of CEUs may be documented in this section.

1.5. Supplemental AFSC-specific documentation instructions. Each Career Field Manager is authorized and encouraged to supplement or revise the general guidance contained in section F of the CFETP to ensure the documents filed in the six-part folder accurately reflect the needs of their AFSC/Medical specialties.